



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Education Office of Instructional Services Division of Instructional Media Services 2054 Twin Towers East Atlanta, Georgia 30334	Application Number 83-12	
Application Number		Date Received DEC 27 1982 JAN 4 1983	Date Completed JAN 24 1983
2. Person to Contact Herman Burgess		Working Title Supervisor, Field Engineering	Telephone Number 656-5985
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1975 To date		5. Records Series Title (followed by title used in office, if different) Audio and Video Dubbing Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? Field Engineering Services provides school systems throughout the state with consultative services. Problems with television reception and distribution, as well as recommendations for equipment specifications and improvement of television reception capability are addressed upon request.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Operating the State Video Duplication Center, 1066 Sylvan Rd., Atlanta. Included are: Dub Center output reports; completed dub requests for master tapes made by Commission engineers. File is arranged: Chronologically by calendar year.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>50</u> ; Seven to twelve months old <u>50</u> ; Thirteen to twenty-four months old <u>20</u> ; twenty-five months and older <u>10</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers <u>1</u> ; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? Duplication Center copy is the official copy. If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Duplication Center
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|------------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | <u>10</u> years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Office reference need current year only on working copy held in Media Services Unit.
Official copy held in the Media Duplication Center is needed for 10 years to carry out unit functions working with local systems.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

Official Copy (Duplication Center): Hold in current files area 5 years; transfer to State Records Center; hold 5 years; then destroy.

Working Copy (Media Services Unit): Destroy at end of current calendar year.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>John A. Barker Jr.</i>	<i>12-21-82</i>	<i>Walker L. Baumgardner</i>	<i>12/20/82</i>
State Records Committee (Signature)			
State Auditor/Designee		<i>James L. Smith</i>	<i>1-19-83</i>
Secretary of State/Designee		<i>Edward Weedo</i>	<i>1/12/83</i>
Attorney General/Designee		<i>Shygar</i>	<i>1-18-83</i>

Recommendations in paragraph 12 are approved.
(If disapproved, attach letter of explanation.)